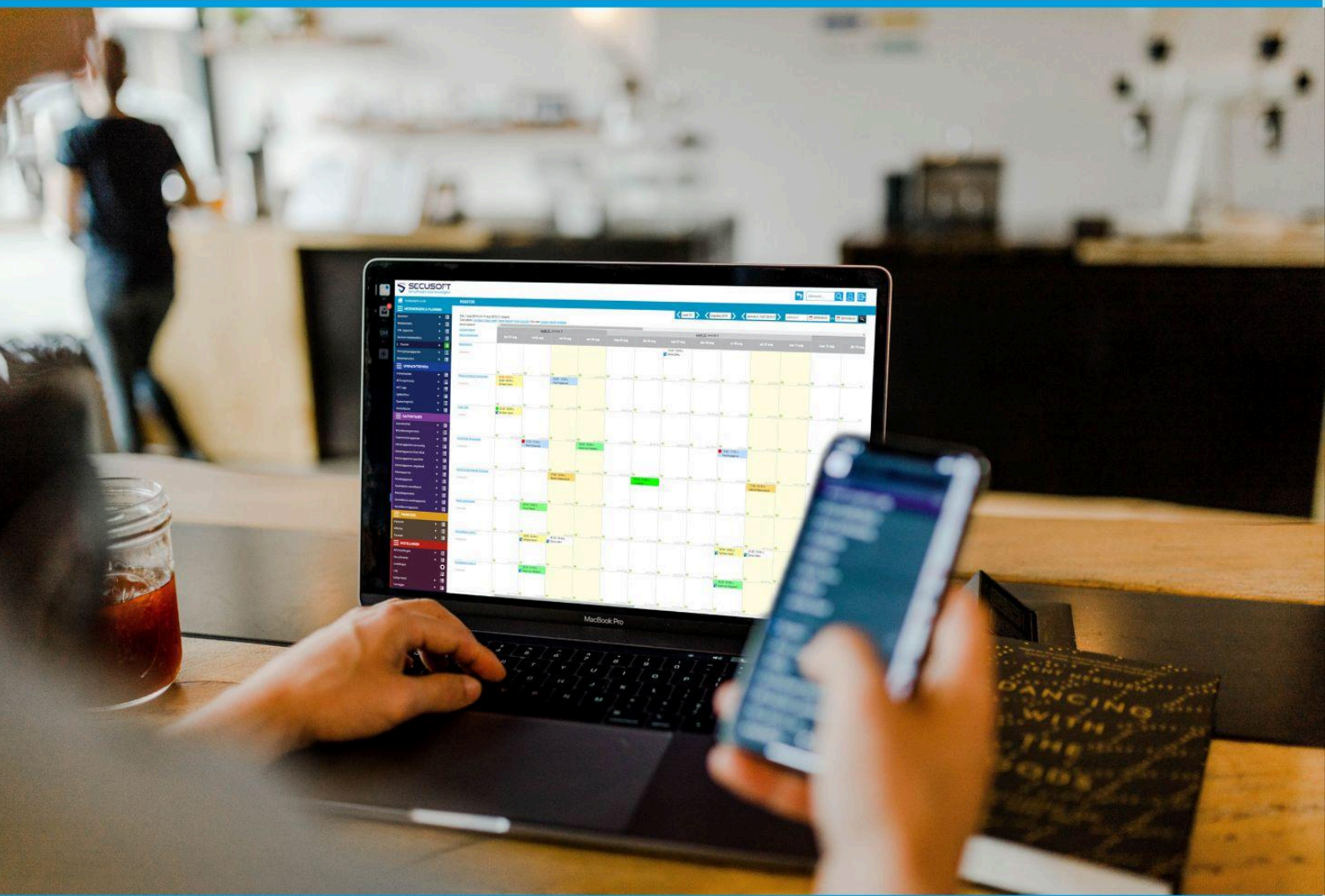


QUICK START

Manual for planners



SECUSOFT

Software for security guards

In this manual we will walk you through the start-up step by step, so that you can get started right away.

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Planners Manual | SECUSOFT

When you start planning with Secusoft for the first time, you may have to do some searching. How do you plan a new shift? How do you ensure that travel costs can be calculated correctly by Secusoft and how do you delete or change a shift?

In this **Quick Start Guide for Planners**, we have listed the most commonly used functions by planners for you, each with a brief explanation.

We also have an extensive knowledge base where you can find the answers to many questions, and a [YouTube channel](#) with practical step-by-step videos about using Secusoft.



Are you unexpectedly unable to find a solution?

Then consult with your employer, who is in contact with our support team.

Welcome to Secusoft!



1. Login

You have received your login details and the web address to log in by email from your employer. We have shared an instructional video on [YouTube](#) where you can review the steps to log in.

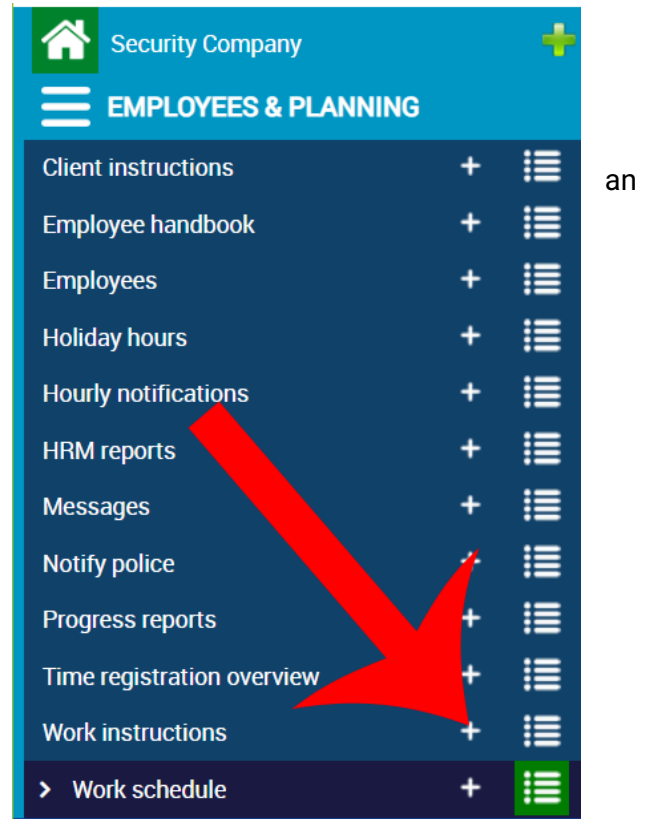
In this manual we assume that the employees and assignments have already been added to the Secusoft account. If that is not the case, follow the steps in our previous manual called '[Quick start management](#)', or ask your employer about this.

2. To the schedule

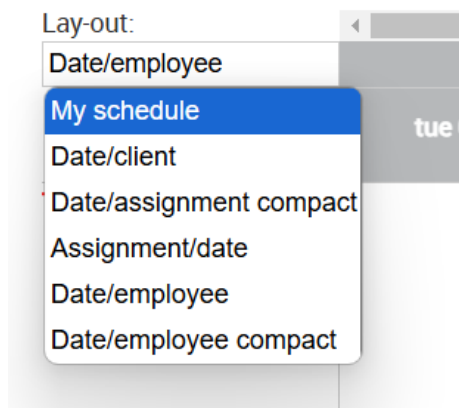
In the light blue part of the menu, under 'Employees & planning' you will see 'Work Schedule' with a plus and overview icon next to it. Don't you see this? Then your rights are not yet set broadly enough to schedule shifts. Contact your employer, who can expand your rights.

View the schedule

To view the schedule, click on the four lines next to the plus sign. You now see the complete schedule.



You can then indicate which layout you prefer to work with. To view only your own schedule, click on 'My schedule'.

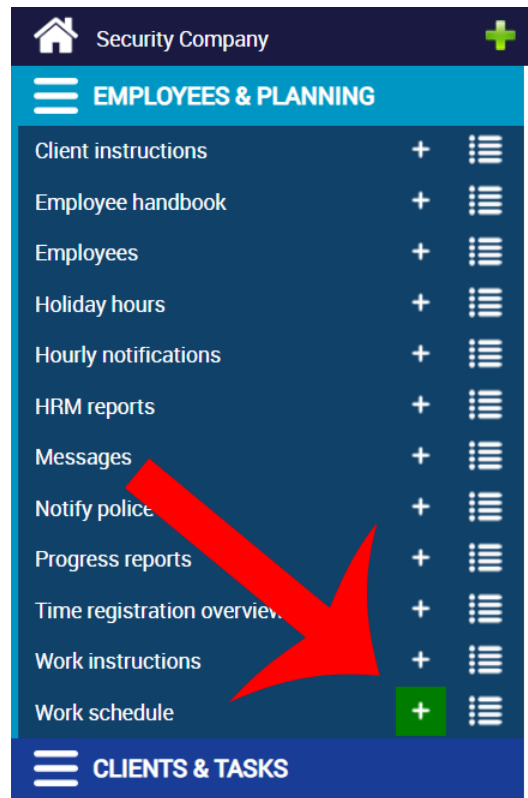
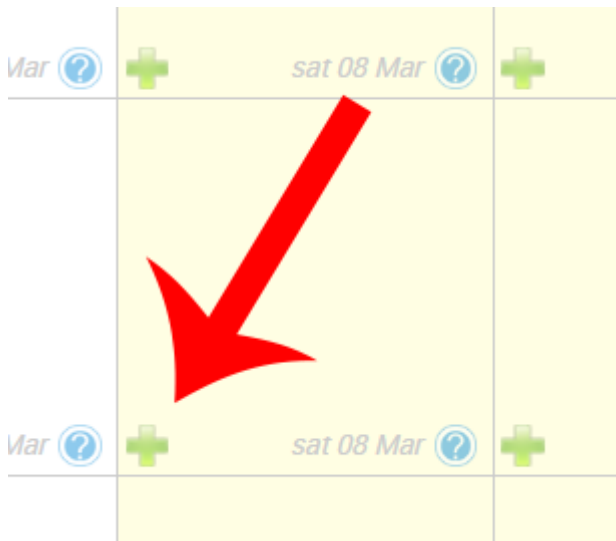


Optionally, you can set your preferred layout as the default layout. You do this via your account, via the blue figure at the top right.



3. Add shift to the schedule

To add a new shift to the schedule, click on the green plus sign in the schedule, or on the plus sign in the blue menu.



Add new shift

A popup will open where you can select:

- Assignment, client or event
- Type of work where each type has its own icon (is the desired type not listed? You can add this via the 'Settings' in the red part of the menu under 'Efforts/services types'.)
- Start and end time
- Date
- Employee name
- Optional:
 - break
 - status (e.g. to indicate a scaled-down shift)
 - position/function
 - comments for employee
 - notes for planning

Add a shift

Select: **Clients** | Assignments | Events

-- select client --

Security Company

-- select type of effort/service --

from 00 00 till 00 00

-- no break --

-- select status --

Hourly rate empl./client: 0.00 0.00

no surcharges
 no mileage reimbursement
 not paid
 do not invoice
 self-scheduling switched on

Position/Function:

Additional information for the employee

datum

-- select employee --

Surcharges: Private security

Shift change surcharge: hours 0%

Overtime allowance: hours 0%

Total hours:

Km:

Travel costs: Own transpo | Travel costs

Expenses: + -- select -- 0.00

Repeat shift: -- | ----

SAVE



Do you work according to a collective labor agreement for security guards? Allowances and mileage can be calculated automatically. Do you not see this? Then it may be that the collective labor agreement settings have not been filled in, or the employee's contract type does not match.

In that case, first consult with your employer before adding more services to the schedule.

Tip: leave the 'no surcharges' etc. unchecked

Checkboxes such as 'no surcharges', 'no mileage reimbursement', etc. are disabled by default. These only become active during planning if they are enabled for the relevant assignment or employee.

Only if you are sure that a shift should not be paid for, or, for example, no surcharges should be charged, you can check this box here.

Put an 'open shift' in the work schedule (optional with self-scheduling)

If you do not yet know who will perform the shift, you can already put it 'empty' in the schedule. You then first leave the employee name blank and save.

You can optionally activate the 'self-scheduling on' box so that employees who have the rights for this can register themselves for the shift.

You will then see in the schedule who has registered and then assign the shift to the relevant employee by clicking on the shift, selecting the correct employees, and saving.

Edit shift (ID1074)

Select: **Clients** Assignments Events

IKEA

Security Company

-- select type of effort/service --

[07:00-15:00](#) [15:00-23:00](#) [23:00-07:00](#)

from 07 00 till 15 00

-- no break --

08-03-2025

Signed up employees:

Signed up employees:

Barry Bodyguard

Pete Protect

-- select employee --

Anita Guard

Barry Bodyguard

Hugo Hernández

Leo Hoogma

SAVE



Use Classifications for efficient assignment of service

Do you want the right employee in the right place? Then use Secusoft 'Classifications'. Check for the employee which classifications he or she has, such as catering porter, first aid, dog handler, etc.

Then set the schedule layout to 'Date/employee' to show empty services, and use the filter to indicate that you only want to show employees with a certain classification. Then assign the open service by dragging it to the correct employee.

Select what you want to filter by: [Today](#)

04-03-2025 31-03-2025

Period: 13 1 2 3 4 5 6
 Month: Dec Jan Feb Mar Apr May Jun
 Week: 07 08 09 10 11 12 13

--- Period --- --- Month --- --- Week --- All employees

--- All clients --- --- All employees --- --- All types of licenses ---

--- All surcharge groups --- All types of work Status: All

Classification
 Employee classification Assignment classification
 Catering porter Dog handler
 First aid worker Shop security guard

--- All companies ---

Contract
 Internship Payroll
 Permanent Temporary
 Zero hour
 Show self scheduling shifts only Also show open shifts
 Show unconfirmed shifts

Keyword... **SEARCH**

Lay-out: Wk 10 ◀ per 3 ▶▶

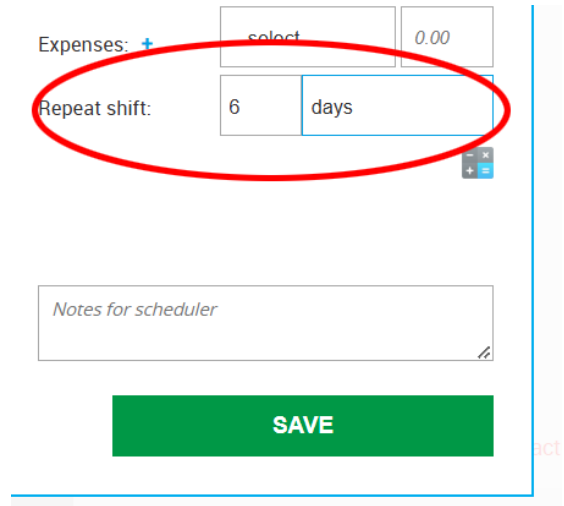
Date/employee	tue 04 Mar	wed 05 Mar	thu 06 Mar	fri 07 Mar	sat 08 Mar
To be filled in					07:00 - 15:00 u IK07:00 - 15:00 u IKEA 00 - 15:00 u IKEA
Anita Guard 2 shifts 0h. per period	+ tue 04 Mar ?	+ wed 05 Mar ?	+ thu 06 Mar ?	+ fri 07 Mar ?	+ sat 08 Mar ?
Barry Bodyguard No shifts 0h. per period	+ tue 04 Mar ?	+ wed 05 Mar ?	+ thu 06 Mar ?	+ fri 07 Mar ?	+ sat 08 Mar ?



Repeat shift

Do you want to plan ahead and schedule shifts for a whole week or a whole year? Then use the 'Repeat shift' function when planning.

Please note that the shift on the first day also counts! So, for example, to schedule the same service all week, click on 'repeat service 6 days'. This [instructional video](#) shows you how to do this.



Expenses: + select 0.00

Repeat shift: 6 days

Notes for scheduler

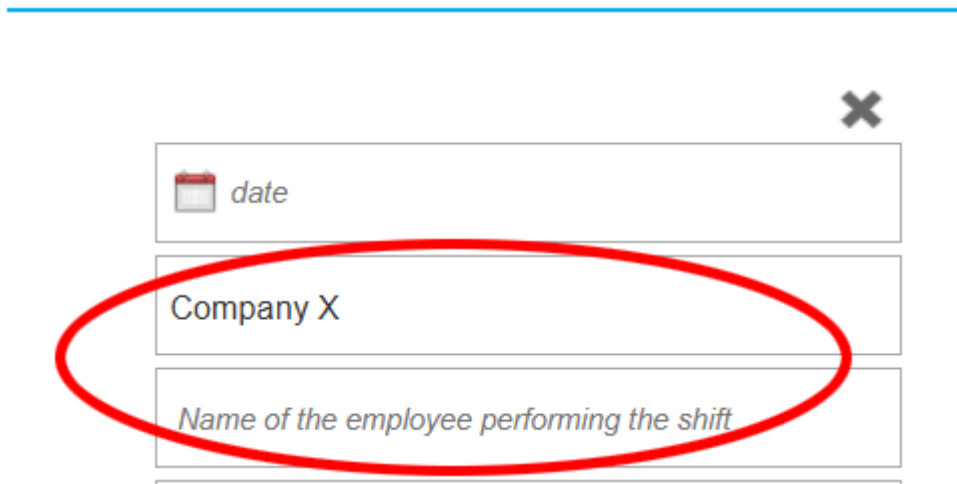
SAVE

Using shift times

If you often use the same times for a shift, you can use the 'Shift times' function. This means you no longer have to enter the shift times every time, but you can click on the desired time. If there is only 1 shift, Secusoft will select it automatically. Watch the [instructional video](#) about setting shift times.

Schedule a hiring party

Do you work with hiring parties? The party is then placed in the schedule as an employee with the contract type 'Hiring'. This has the advantage that you can enter the name of the executive employee when scheduling, and you still have insight into which employee it concerns, even though he or she does not have their own Secusoft account.



date

Company X

Name of the employee performing the shift



4. Change shift by dragging

To change a shift, click on the shift in the schedule. The shift will open again as a pop-up. Change the desired value and save. You can also drag the shift from the overview, for example to the box of another employee, another date or another assignment.

Lock shift

Can a shift no longer be changed? Then lock the shift. You do this via the 'Edit multiple shifts at once' function, under the schedule, more about which in the next chapter.

Explanation of colors and icons

Below the schedule you will find an explanation of the colors and icons used in the schedule. For example, you can see from the line next to the shift whether an employee has confirmed the shift (red stands for no and green for yes), and a scaled-down shift has a different colored dot than an ad hoc service.

5. Change multiple shifts at the same time

Below the schedule you will find a link called 'Edit multiple shifts at once'. This is useful, for example, if you have switched from mileage calculation via Google Maps to custom and want to recalculate all shifts within a certain time frame. Or if you have recently [linked Secusoft to Google Calendar](#) and want to synchronize the shifts. Or when you want to lock multiple shifts at the same time, so that they can no longer be changed.



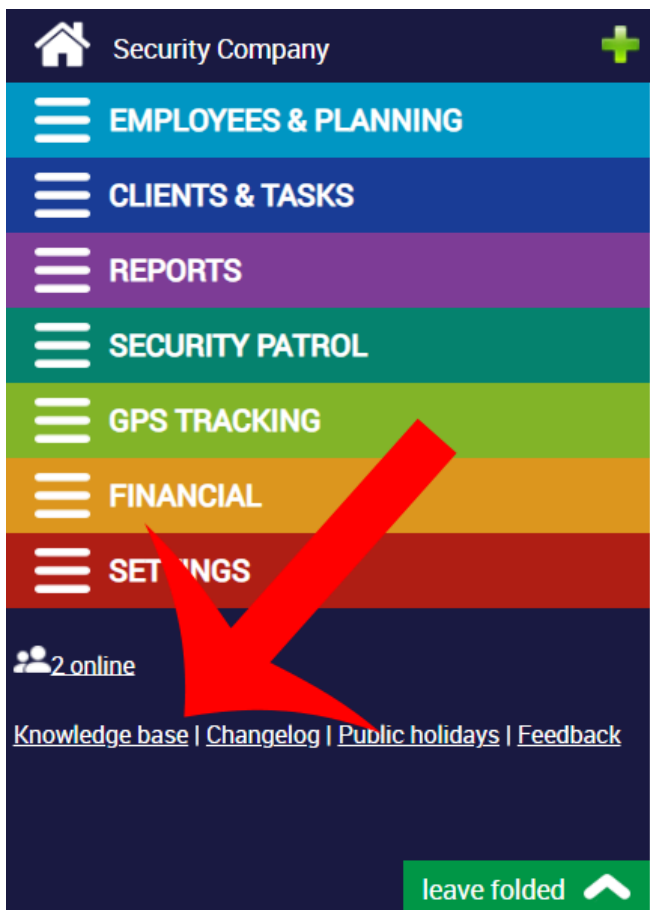
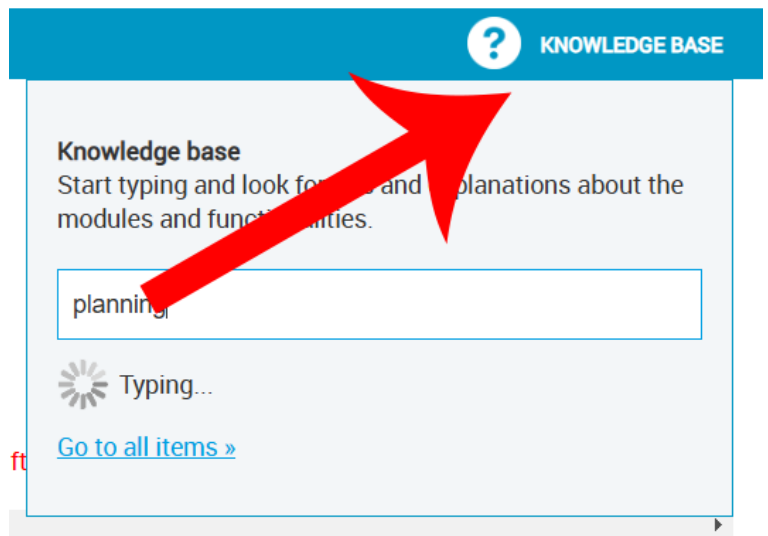
[Edit multiple shifts at once](#)

! This is a useful function, but be careful !

Make sure you know what you are doing before confirming the changes. ALL selected shifts will be changed!



In the knowledge base you will find an explanation of how to change multiple shifts at the same time. The link to the knowledge base can be found under the menu in Secusoft and via the search bar at the top right.

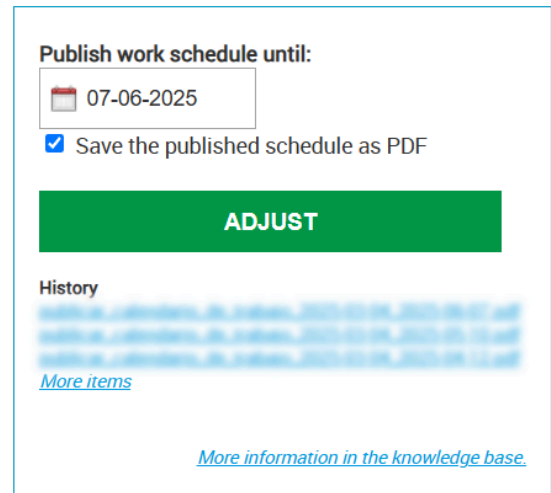


6. Publish work schedule

It is common to publish the work schedule weekly for the next four weeks so that employees can view their shifts.

If you plan further in advance, in most cases it is not desirable for employees to be able to see this.

You can adjust the work schedule release date via the 'Publish work schedule until' box below the work schedule.

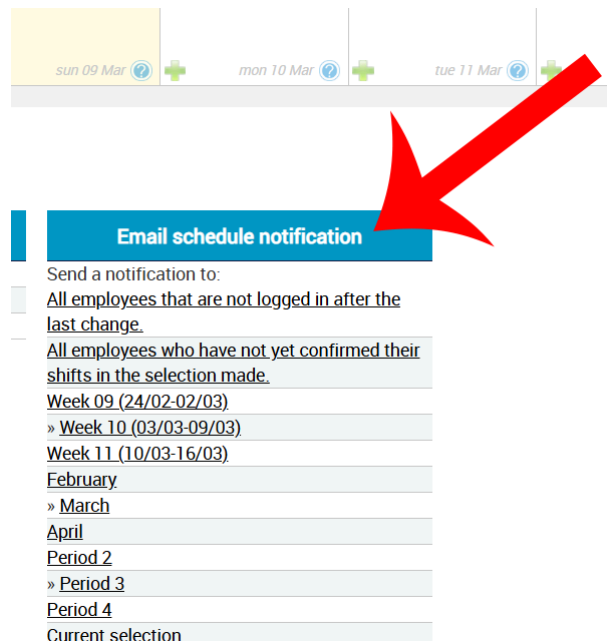


Publish work schedule until:
07-06-2025
 Save the published schedule as PDF
ADJUST
History
[More items](#)
[More information in the knowledge base.](#)

7. Send schedule notification to employees

To notify employees that there is a new shift in the schedule, you can email a schedule notification. To do this, click on the link at the bottom right of the schedule.

You can then indicate whether you want to send the notification only by e-mail or also by push notification, SMS and/or WhatsApp. There are costs associated with the last two options, more information can be found in our knowledge base.



sun 09 Mar ⓘ + mon 10 Mar ⓘ + tue 11 Mar ⓘ +

Email schedule notification

Send a notification to:

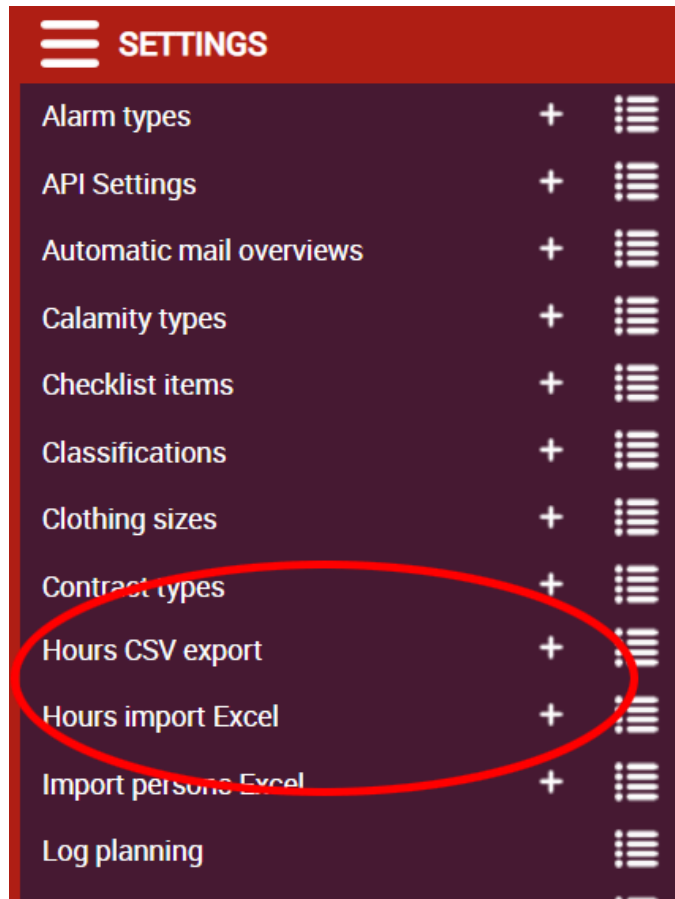
- All employees that are not logged in after the last change.
- All employees who have not yet confirmed their shifts in the selection made.
- Week 09 (24/02-02/03)
- » Week 10 (03/03-09/03)
- Week 11 (10/03-16/03)
- February
- » March
- April
- Period 2
- » Period 3
- Period 4
- Current selection



8. Import hours

Have you received a list of shifts from a client in an Excel file, and do you want to import all shifts into Secusoft at once? This is possible with the 'Hours Import Excel' function, in the red part of the menu called 'Settings'.

We have shared an extensive [instructional video](#) detailing all the steps for importing hours to Secusoft.

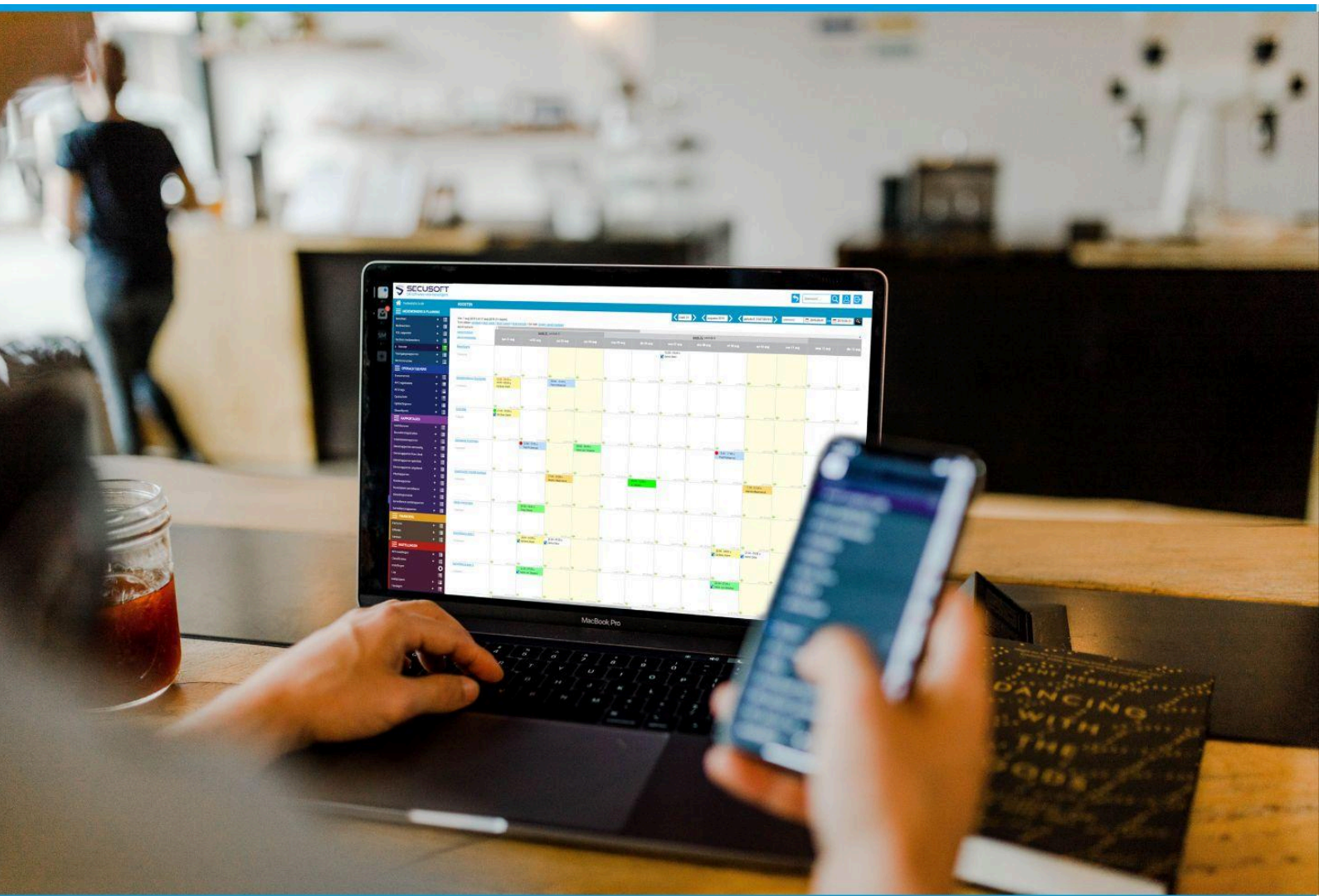


9. Export hours

You can also easily export hours with Secusoft using the 'Hours CSV export' function. You will also find this in the red part of the menu.

You can use Hours CSV export for, for example, an invoice attachment, commitment list or payroll. You can find more information about this in our knowledge base and in this [instructional video](#).





SECUSOFT

Software for security guards

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